



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

LEGAL ASSISTANT (PARALEGAL)

The Missouri Public Service Commission is seeking a legal assistant to aid attorneys and other legal staff to prepare for hearings before the Commission, the courts, and federal regulatory bodies which includes the organization of the case documents. Other duties include editing and preparing final versions of legal documents using word processing software, and filing all pleadings, briefs and testimony in the Commission's Electronic Filing Information System

QUALIFICATIONS: Must be familiar with rules of court regarding legal document preparation. Proficiency with computer word processing and spreadsheet applications required. Typing speed of 55 words per minute must be on file or verified through a testing process. Good organization and communication skills required. Professional legal secretarial or paralegal training or four years of responsible paralegal or legal secretarial experience required. (Related college coursework may be substituted on a year-for-year basis for the required experience.)

Starting annual salary is \$28,260, with an increase following satisfactory completion of a probation period. To be considered for this position, send application, resume, transcripts and documented typing score by **November 8, 2004** to: Missouri Public Service Commission, Human Resources, **Reference Number GC051104**, P.O. Box 360, Jefferson City, Missouri 65102. For additional information, please visit <http://www.psc.mo.gov/>.

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